

## **THE CARPENTER'S HOUSE CHURCH MONTHLY DEPARTMENT REPORT**

**One of the major roles to the vision community of the church is to monitor the overall progress toward the vision. Please review the questions and answer them to the best of your ability. Monthly reports will need to be submitted to the Pastor's Board by the first Sunday of each month. This process will help us monitor the program implementation progress and make adjustments where necessary. Thank you so much for your valuable input.**

Name \_\_\_\_\_ Department \_\_\_\_\_

Report for the month of \_\_\_\_\_ Year \_\_\_\_\_

How often does your group meet? \_\_\_\_\_

Dates of last meeting \_\_\_\_\_ Times \_\_\_\_\_

Average Attendance \_\_\_\_\_ Did you receive offering? \_\_\_\_\_

If yes, amount \_\_\_\_\_

Planned Activities or Agenda Focus for month

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Do you believe you were successful in meeting objectives for month? \_\_\_\_\_

If not, state reasons: \_\_\_\_\_

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Are you making adequate progress toward the vision of the department? \_\_\_\_\_

What ideas do you have that might help you fulfill the expectations more completely?

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What is the new action plan for next month? \_\_\_\_\_

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What is the long term plan for the year? \_\_\_\_\_

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What format are you utilizing to formulate your action plan? ie; a team approach, self planned, other \_\_\_\_\_

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What resources do you need to help you during the next month or several months? \_\_\_\_\_

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Are you communicating regularly with the pastor or Coordinator directly responsible for your department? \_\_\_\_\_

How can the Pastors or Department Coordinators assist you in making your department function to its' fullest potential? \_\_\_\_\_

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You may attach any calendar of events or suggestions for your program that you may deem appropriate. It is the Pastor's Board desire to be available for any support you may need. Please feel free to consult with your appropriate headship at any time.